

TOWN OF TEULON
BY-LAW NO. 9/~~2018~~2019

Being a By-Law of the Town of Teulon to govern the Town of Teulon and the committees thereof.

WHEREAS Section 148(1) of The Municipal Act provides that a Council must establish by by-law an organizational structure for the municipality and review the by-law at least once during its term of office.

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Teulon, in open meeting assembled, enacts as follows:

TITLE

- 1.0 This By-Law may be referred to as “THE TOWN OF TEULON ORGANIZATIONAL BY-LAW”.

ROLE OF COUNCIL

- 2.0 Council is responsible

- a) for developing and evaluating the policies and programs of the municipality;
- b) for ensuring that the powers, duties and functions of the municipality are appropriately carried out; and
- c) for carrying out the powers, duties and functions expressly given to the Council under this or any other Act.

GENERAL DUTIES OF MEMBERS

- 3.0 Each member of a council has the following duties:

- a) to consider the well-being and interests of the municipality as a whole and to bring to the Council’s attention anything that would promote the well being or interests of the municipality;
- b) to participate generally in developing and evaluating the policies and programs of the municipality;
- c) to participate in meetings of the Council and of Council committees and other bodies to which the member is appointed by the Council;
- d) to keep in confidence a matter that is discussed at a meeting closed to the public under Subsection 152(3) and that the committee decides to keep confidential until the matter is discussed at a meeting of the Council or a committee conducted in public;
- e) to perform any other duty or function imposed on the member by the Council or this or any other Act.

COMMITTEES

- 4.0 The general duties of committees shall be as follows:

- a) to report on all matters connected with the duties imposed on the committee and to recommend such action as may be deemed necessary;
- b) to prepare and introduce to Council all such by-laws as may be necessary to give effect to the reports or recommendations that are adopted by Council;
- c) to consider and report respectively on any and all matters referred to them by Council.

- 4.1 The following committees are hereby established as the Standing committees of the Council of the Town of Teulon.

- a) Finance and Administration
- b) Protective Services
- c) Public Works
- d) Environmental Management
- e) Community Development

- 4.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows:

- a) Finance and Administration
 - 1) to supervise all contracts, orders, reports, recommendations and proceedings involving the expenditure of municipal funds;

- 2) to review and recommend implementation of new and or amended policies of the Town of Teulon;
- 3) to supervise all accounts, expenditures and outlay and all sums payable under contract before any monies are paid; and no account, claim or demand not expressly authorized to be paid by a statute, by-law or resolution of Council shall be paid by the Chief Administrative Officer until the same has been authorized by the Finance and Administration Committee and approved by Council;
- 4) to annually review and recommend to Council the types, rates and conditions of payments to be made to or on behalf of members of the council and council committees, as compensation and for expenses incurred while attending to municipal business that the Council considers appropriate;
- 5) to consider salary and wage negotiations and requests for benefits, and to assist with interviewing of new employees, to review and draft personnel policy, job descriptions and grievances of employees;
- 6) to consider all matters specific to the Teulon Civic Centre and its operations.

b) Protective Services

- 1) to supervise all aspects of protective services to ensure the preservation of life and property.

c) Public Works

- 1) to consider and report on all matters relating to municipal land, buildings and equipment, including their acquisition, maintenance and disposal;
- 2) to consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance;
- 3) to recommend to Council at the beginning of each year such projects, works and matters under its control as it considers essential to be carried out during the year, together with their detailed costs.

d) Environmental Management

- 1) To consider and report on all matters relating to the environment.
- 2) To recommend to council at the beginning of each year such projects, works and matters under its control as it considers essential to be carried out during the year, together with their detailed costs.

e) Community Development

To consider, review and report to Council on all matters pertaining to:

- 1) Liaising with community organizations to ensure the well-being of the community at large.
- 2) Industrial, commercial and residential growth and economic development.
- 3) The development of programs, initiatives and policies which advance growth and development.
- 4) Liaising with regional and community development organizations.
- 5) The promotion of the community, culture and recreation.
- 6) Community beautification projects and initiatives.

4.3 Each Standing Committee shall be composed of at least two members of Council.

4.4 In accordance with Section 107(2) of The Municipal Act ~~t~~The head of Council shall not be a member of all committees of Council.

4.5 At the first regular Council meeting in each year, Council must consider the recommendations for appointment to Standing committees and other Organizations. All appointments to Standing Committees and other Organizations, including naming of a Chairperson, must be approved by resolution of Council.

4.6 Regular meetings of the Standing Committees may be held as determined by each Standing Committee.

4.7 Special meetings of Standing Committees may be called by the Chairperson or by two members of the committee in the same manner as provided in the Town of Teulon Procedures By-Law.

4.8 Any member of Council not a member of a committee has the right to attend committee meetings but shall not be allowed to vote. With the permission of the majority of the members of the committee, a visiting member of Council may be allowed to take part in any discussions.

- 4.9 A special committee of Council may be appointed by resolution of Council at any time specifying the business to be dealt with by the committee.
- 4.10 An appointment to any committee of Council may be repealed only by a resolution of the Council.

REPRESENTATIVES TO OTHER ORGANIZATIONS

- 5.0 Appointments may be made from members of Council, for representation to other organizations, as established by resolution of Council.
- 5.1 Appointments of Citizen Members may be made to the following organizations:
 - 1) Teulon & District Handivan Services
 - 2) Interlake Community Foundation
 - 3) South Interlake Regional Library
 - 4) East Interlake Conservation District
 - 5) Teulon-Rockwood Recreation Commission
 - 6) Teulon Seniors Resource
- 5.3 Members of Council attending meetings or events of organizations that they have not been appointed to require a resolution authorizing that Council member attendance.

HEAD OF COUNCIL

- 6.0 The head of Council for the Town of Teulon is to have the title of “Mayor”.
- 6.2 At the first regular meeting of Council in each year, Council must, by resolution, appoint a councillor as Deputy Mayor, who shall act in place of the Mayor when the Mayor is unable to carry out the powers, duties and function of the Mayor.
- 6.3 In addition to performing the duties of a member of a Council, the Mayor has a duty
 - a) to preside when in attendance at a Council meeting, except where the procedures by-law or this or any other Act otherwise provides;
 - b) to provide leadership and direction to the Council; and
 - c) to perform any other duty or function assigned to a mayor or by this or any other Act.

STUDENT COUNCILLOR

- 7.0 The Council of the Town of Teulon may, by resolution, appoint a person with the title “Student Councillor” to sit with the Council and to participate in Council deliberations.
- 7.1 A student councillor must be less than 18 years of age or enrolled as a full time student at Teulon Collegiate and must be a resident of the Town of Teulon.
- 7.2 A student councillor is not permitted to move or second any resolutions nor is the student councillor counted for the purpose of deciding a vote of the Council. A student councillor is not allowed to participate in committee of the whole deliberations that are closed to the public.
- 7.3 The term of office for a student councillor is to be established with the appointment but shall not exceed one (1) year.

BOARD OF REVISION

- 8.0 The Board of Revision shall consist of the members of the Town of Teulon Council. The ~~Mayor~~ Deputy Mayor shall serve as presiding officer of the Board or in his absence, ~~the Deputy Mayor~~ a member of Council.

SIGNING AUTHORITY

- 9.0 Agreements, cheques and other negotiable instruments must be signed or authorized by:
- a) the ~~Mayor~~Deputy Mayor, or the Chairman of the Finance and Administration Committee, and
 - b) the Chief Administrative Officer or the Assistant Chief Administrative Officer.

SPOKESPERSON

10.0 The Deputy Mayor will be the main spokesperson for the Town when expressing the Town’s position to the media or the public, and when attending community events.

By-Law No. ~~16/02 and 8/039/2018~~ are-is hereby repealed.

DONE AND PASSED as a by-law of The Town of Teulon at Teulon, Manitoba in the Province of Manitoba this ____ day of _____, ~~2018~~2019.

Mayor

Chief Administrative Officer

Read a first time this ~~9th~~ 5th day of ~~November~~, ~~July~~ 20182019.
Read a second time this ____ day of _____, ~~2018~~2019.
Read a third time this ____ day of _____, ~~2018~~2019.